



## DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN  
U.S. NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1501.1A  
OIC, PLEBE SUMMER  
29 Apr 11

### COMMANDANT OF MIDSHIPMEN INSTRUCTION 1501.1A

Subj: PLEBE SUMMER INDUCTION DAY STANDARD OPERATING PROCEDURES

1. Purpose. To publish the Standard Operating Procedures (SOP) for the conduct of Induction Day (I-Day) minus three through the Oath of Office Ceremony.
2. Cancellation. COMDTMIDNINST 1501.1.
3. Action. All Staff and Midshipmen that have a role in Induction Day will be familiar with this SOP.

A handwritten signature in black ink, appearing to read "B. P. O'Donnell", is positioned above the typed name.

B. P. O'DONNELL

By direction

Distribution:  
Non-Mids (Electronically)



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**CHAPTER 1 - PRE-INDUCTION DAY BERTHING**

100. GENERAL GUIDANCE

1. Pre-Induction Day (I-Day) berthing will be required for approximately 280-300 active duty (NAPS and Direct Accession) Midshipmen Candidates.
2. No civilian Midshipmen Candidates will be berthed in Bancroft Hall prior to I-Day minus one. Midshipmen Candidates requesting berthing during this time will be told to make outside arrangements with hotels in the area and may be assisted by the Plebe Summer Regimental Duty Officer (PS RDO)/Officer of the Watch (OOW). The Plebe Summer Officer in Charge (PS OIC) will review cases of extreme financial hardship.
3. Direct all questions to the I-Day Coordinator.

101. I-DAY MINUS THREE AND TWO

1. Direct Accession (DA) and Naval Academy Preparatory School (NAPS) Midshipmen Candidates scheduled to report during I-Day minus three. All will be berthed in Bancroft Hall. DA Midshipmen Candidates that arrive prior to I-Day minus three will be berthed in Naval Academy Summer Program (NASP) spaces.

a. NAPS and DA Midshipmen Candidates will report to the Main Office where the Midshipman in Charge of Main Office (MCMO) or Midshipmen Officer of the Watch (MOOW) will direct them to wait in the Rotunda. When a small group of Midshipmen Candidates are assembled, the MCMO/MOOW will call the PS RDO to escort the Midshipmen Candidates to the Plebe Summer Regiment Duty Office.

b. The Fleet Coordinator from the Naval Academy and a representative from NAPS located in the PS Regiment Office will muster the reporting Midshipmen Candidates. Once all the prescribed times on the Midshipman Candidates' orders have expired, the roster will be turned over to the I-Day Coordinator. Each Midshipman Candidate will be issued one access pass to Bancroft Hall, one "Important Information" sheet, and be briefed on meal hours, general rules, regulations, liberty expiration, the correct door for access (Bancroft Hall Rotunda), and ID card holder requirements.

c. The PS RDO will assign a watchstander to escort Midshipmen Candidates to their assigned rooms. All NAPS and DA candidates will be berthed in one common area prior to I-Day minus one. The watchstander will direct Midshipmen Candidates to their assigned rooms and issue them one set of linens. Tango Company will be responsible for taking TAPS and mustering Midshipmen Candidates prior to I-Day minus one. Each candidate will be issued a set of linens, which contains sheets and towels.

d. Normal town liberty is authorized for NAPS/DA Midshipmen Candidates on I-Day minus three and two until 2200 after last military obligation. Midshipmen Candidates must be in their assigned rooms by 2200 for accountability muster. Uniform for liberty is appropriate civilian attire.

102. I-DAY MINUS ONE

1. NAPS/DA Midshipmen Candidates

a. At 0630 on I-Day minus one, all NAPS and DA Midshipmen Candidates will turn in their linen, clean up their rooms, form up in their company areas in PE Gear and proceed to Alumni Hall for induction processing. Midshipmen candidates will go to breakfast on their own prior to 0630. They must bring all forms, documents, and medications (prescription and over-the-counter drugs) with them. Their personal bags will be transferred to Company area by First Class Midshipmen assigned to detail.

b. After processing and scheduled briefs on I-Day minus one, NAPS and DA Midshipmen Candidates will return to their assigned company area. Company Commanders will assign a duty section to maintain accountability for the Midshipmen Candidates.

c. NAPS and DA Midshipmen Candidates will be in their bunks no later than 2200.

2. Civilian Midshipmen Candidates

a. Civilian Midshipmen Candidates scheduled to report on I-Day may be berthed in Bancroft Hall the evening of I-Day minus one.

b. Procedures will be per paragraph 101.1 except for the following: Normal town liberty will only be authorized for those Midshipmen Candidates scheduled to report on I-Day, to expire at 2200, I-Day minus one. All Midshipmen Candidates must be in their assigned rooms by 2200, I-Day minus one for accountability muster. Breakfast will be provided for Midshipmen Candidates in King Hall beginning at 0500 on I-Day. Company Commanders will coordinate getting the Midshipmen candidates to breakfast, prior to their report time to Alumni Hall. Midshipmen candidates should NOT be brought over to Alumni Hall earlier than the time assigned on their permit to report letter provided to them by admissions.

103. IMPORTANT INFORMATION FOR MIDSHIPMEN CANDIDATES REPORTING EARLY

1. After you have received your access pass and have moved into your room, you will be allowed to go into the town of Annapolis. The Academy will be serving a limited amount of meals for civilian Midshipmen Candidates (NAPS/DA Midshipmen Candidates will eat in King Hall after 0600, I-Day minus one) who choose not to eat in town. Midshipmen Candidates are encouraged to go into town and eat the night before their respective Induction Day. Exit the gate (Gate 1) nearest Halsey Field House, turn left and walk past the stoplight. This is the beginning of downtown Annapolis where there are a variety of restaurants from which to choose.

2. If you leave Bancroft Hall, you must exit and enter through the Rotunda doors. **Take your Access Pass (Exhibit 1.1) and a photo ID with you. You will not be allowed in without it.** If you need to contact Bancroft Hall for any reason, call Main Office at (410)293-5001/2.

3. When members of the opposite sex are in the same room, the door must be kept at 90 degrees.
4. You are accountable for the linens that are issued to you. Ensure that they are returned and that you have been checked off the list.
5. Closed-toed shoes MUST be worn in King Hall.
6. Dress appropriately when in Bancroft Hall. Regulation PE Gear is authorized.
7. At 2200 (10:00 P.M.), on I-Day minus three, two, and one, **ALL** Midshipmen Candidates must be in their assigned rooms for accountability muster. **It is very important that you behave professionally and return on time.** Starting your Navy career on the wrong foot is not a good idea!
8. You will notice several upper-class Midshipmen living in the same area of Bancroft Hall as you are. These Midshipmen are the Plebe Detail and will be your leaders over the next several weeks. Treat them politely and with respect; they will gladly answer any questions that you may have.
9. NAPS and DA Midshipman Candidates. Breakfast on I-Day minus one for NAPS and DA Midshipmen Candidates will be at 0545. NAPS and DA Midshipmen Candidates are responsible for getting to breakfast. Before breakfast, turn in your linen and pick-up all of your gear in your room. Immediately following breakfast on I-Day minus one, all NAPS and DA Midshipmen Candidates will stand by in Regulation PE Gear to proceed to Alumni Hall for induction processing with any important documents (orders) and any medication you might have with you (prescription and over-the-counter drugs). Turn in your personal bags to the designated detailer; they will transfer them to your Company area.
10. Civilian Midshipman Candidates. Breakfast for all civilian Midshipmen Candidates will begin at 0500 on I-Day. A detailer will escort civilian Midshipmen Candidates on I-Day to breakfast. Before breakfast, turn in your linen and pick-up all of your gear in your room. Midshipmen Candidates will be escorted to Alumni Hall for induction processing on I-Day at the time assigned to them on their permit to report form. Midshipmen Candidates should bring any important documents and any medication that you might have with you (prescription and over-the-counter drugs). Turn your personal bags to the designated detailer for storage in Company area.



**CHAPTER 2 - INDUCTION DAY PROCEDURES, SCHEDULE, AND PERSONNEL ASSIGNMENTS**

200. GENERAL GUIDANCE

The following procedures, schedules, and personnel assignments are to be used on I-Day and I-Day minus one for the processing of the incoming Plebe Class. I-Day minus one processes Navy and Marine Corps enlisted Midshipmen Candidates (including NAPS). I-Day processes civilian Midshipmen Candidates and completes the processing of military Midshipmen Candidates.

201. DUTIES

1. Induction Day Coordinator

- a. Coordinate check-in for Midshipmen Candidates.
- b. Arrange berthing and messing accommodations for Midshipmen Candidates.
- c. Coordinate with the senior barber to provide Barber Services in Alumni Hall for I-Day minus one and I-Day processing.
- d. Coordinate Parents' Briefing in Alumni Hall on I-Day with Superintendent's Staff.
- e. Coordinate with Midshipmen Food Services Officer to provide the following:
  - (1) Evening meal for approximately 200 Midshipmen Candidates on I-Day minus two.
  - (2) Breakfast and evening meal for approximately 300 on I-Day minus one.
  - (3) Breakfast for approximately 400 on I-Day.
  - (4) Cold lunch on a continuous basis from 1000 to 1530 on I-Day.
  - (5) Provide approximately 100 box lunches to Alumni Hall at 1400 for delayed Midshipmen Candidates and Plebe Summer detailers.
  - (6) Provide donuts and juice for approximately 200 to Alumni Hall at 0630 for Blood Draw Station on I-Day minus one.
  - (7) Provide donuts and juice for approximately 1000 to Alumni Hall at 0530 for Blood Draw Station on I-Day.
- f. Coordinate logistic support for all I-Day stations.
- g. Coordinate with appropriate departments on manning of stations for I-Day and I-Day minus one.
- h. Provide for inter-station communications on I-Day and I-Day minus one. Train operators in proper use of communication equipment.

- i. Establish a Central Control Station (CCS) in Alumni Hall to track movement of Midshipmen Candidates through processing.
- j. Assign personnel to I-Day and I-Day minus one stations.
- k. Coordinate transportation for civilian Midshipmen Candidates from BWI to USNA on I-Day minus one.

2. Drill Master, Fourth Class Regiment. Coordinate Oath of Office and international student Swearing-In Ceremony, Personal Swearing-In Ceremony, Evening Meal Formation and March into King Hall. Additionally, obtain flags to represent the countries of all of the foreign exchange Midshipmen Candidates and provide guide-ons to all Plebe Summer Companies for March into King Hall.

3. Regimental Administrative Officer

a. Maintain liaison with Officer-in-Charge, USNA Store, regarding box issue. Provide storage rooms in each company area. OIC USNA Store will provide each member of the incoming class with an initial box issue on I-Day minus one and I-Day, and will place Box Issues #1 and #2 in designated storage rooms. Company Officers and Senior Enlisted Leaders are responsible for box issue distribution.

b. Promulgate watchbills for Main Office and Regimental Office. Regimental Duty Office should be manned no later than 0800, I-Day minus five. The Fourth Class Regiment will assume the Main Office watch at 0700 on I-Day plus two.

c. Distribute the following publications to each Plebe Summer Company area for detailers in the quantities required:

- (1) Plebe Summer Standard Operating Procedures (PS/SOP).
- (2) Master Summer Training Schedule.

4. Station Officers-in-Charge

a. Be prepared to begin processing at Midshipmen Candidate arrival times.

b. Report to the Central Control Station (I-Day Coordinator) in Alumni Hall when station is manned and ready.

c. In case of fire or emergency evacuation, all station officers-in-charge will be accountable for the Midshipmen Candidates currently being processed at their station. Proceed to the nearest exit of Alumni Hall and take muster on Worden Field. Report accountability to the I-Day Coordinator.

d. Supervise station clean-up after processing the last Midshipmen Candidate. No personnel or stations will be secured except by the Induction Day Coordinator.

e. The same numbers of personnel have been assigned for I-Day and I-Day minus one. Management of personnel is the responsibility of the station

Officer-In-Charge. Personnel who are not needed should be sent to the Central Control Station in Alumni Hall for further tasking.

5. Assigned Officers and Midshipmen

a. Report to assigned locations by 0645 on I-Day minus one to commence Induction Day of NAPS and prior enlisted Midshipmen Candidates. Report to assigned locations by 0545 on I-Day to commence Induction Day of civilian Midshipmen Candidates. Personnel may only be secured by the Induction Day Coordinator.

6. Plebe Summer Company Commanders

a. Ensure Midshipmen Candidates receive breakfast prior to their designated induction processing day. DA and NAPS Midshipmen candidates are authorized to go to breakfast on their own.

b. Ensure Midshipmen Candidates are escorted to Alumni Hall. NAPS and DA Midshipmen Candidates on I-Day minus one will report immediately following breakfast. Civilian Midshipmen candidates will report at their designated report time in their permit to report.

c. Ensure proper coordination and inventory of Midshipmen Candidates personal belongings.

d. Develop room assignments for Midshipmen and be prepared to follow on I-Day minus one.

202. I-DAY MINUS ONE SCHEDULE OF EVENTS

0545	Breakfast for all personnel assigned to Fourth Class Regiment.
0600	Gates to Naval Academy Open.
0645	Alumni Hall stations manned and ready. Conduct communications check with Central Control (I-Day Coordinator).
0700-1200	Active Duty Midshipmen Candidates report to Alumni Hall for processing.
0930-1015	OIC and AOIC walk-through of Alumni Hall I-Day Stations.
1000	PAO meets with ENS/2LT/MIDN assistants in lobby of Alumni Hall.
TBD	Medical Review in Alumni Hall.
1130-1300	Lunch in King Hall, rolling tray. <b>Note: Do not leave I-Day stations until secured by I-Day Coordinator.</b>
1400-1700	Outside/inside Oath of Office Ceremony <b>Full Dress Rehearsal</b> in T-Court/Alumni Hall (Inclement weather, Alumni Hall).

1400-1500 All prior enlisted Midshipmen Candidates (including NAPS) meet in Mitscher Auditorium for PSD and Midshipmen Personnel processing.

1515-1600 All Marine prior enlisted Midshipmen Candidates meet in Levy Conference Room for in-brief with Senior Marine Representative.

1515-1600 All Nuclear Power Program prior enlisted candidates meet in Stein Fellowship Hall for in-brief with Senior Nuclear Power Representative.

1600-1830 All prior enlisted Midshipmen Candidates (including NAPS) meet in Mitscher Auditorium for various lectures:

- Commandant
- Plebe Summer OIC
- Brigade SELs
- Plebe Summer Regimental Commander

1700-1830 Evening Meal, rolling tray.

1830-2200 Prepare berthing area in Bancroft Hall.

2200 Taps

203. I-DAY SCHEDULE OF EVENTS

0500 Breakfast for all personnel assigned to Fourth Class Regiment.

0545 Man Alumni Hall stations and conduct communications check with Central Control (I-Day Coordinator).

0600 Gates to Naval Academy Open.

0600 Commence processing for the incoming class (Alumni Hall).

TBD Company Commanders escort all Midshipmen Candidates who reside overnight in Bancroft Hall to Alumni Hall IAW PTR packages.

0700 Drydock Restaurant opens (open until 2200).

0700-1730 USNA (Midshipman) Store opens.

0700-1000 Free Tours provided by the Visitor's Center in front of Alumni Hall.

0800 Colors Ceremony (music provided by band at Worden Field Gazebo).

0800-1700 Armel-Leftwich Visitor Center Gift Shop open.

1000-1500 Yard Patrol Craft tours (Dewey Seawall).

0930-1500 Naval Academy Tours & Information available (Armel-Leftwich Visitor Center).

TBD Medical Review in Alumni Hall.

1000-1530 Lunch for incoming class (King Hall). Lunch in King Hall for those not on stations will be rolling tray.

1030-1230 Alumni Association/USNA Foundation Welcome Aboard Picnic (Worden Field; inclement weather, in Halsey).

TBD Medical Review in Alumni Hall.

1345-1430 Band Concert, inside Alumni Hall.

1430-1545 Parents' Briefing in Alumni Hall (PS OIC, Commandant, and Superintendent).

1530-1630 Estimated completion time of Induction Processing.

TBD Final Medical Review in Alumni Hall.

1630 Ushers meet with Drill Officer for Oath of Office Ceremony.

1725 Band Concert (T-Court).

1800 Oath of Office Ceremony in Tecumseh Court (inclement weather, in Alumni Hall).

1830-1920 Incoming class meet with parents in designated areas.

1930 Evening meal formation (Stribling Walk) with Band support.

204. PERSONNEL ASSIGNMENTS

	<i>Station</i>	<i>OIC</i>	<i>Personnel</i>
	CENTRAL CONTROL STATION (CCS-ALUMNI)	I-Day Coordinator	(6) TADs
	MEDIA CHECK-IN	PAO	(15) TADs
1	INITIAL ENTRY POINT/NAME TAG DISTRO	ENS TAD	(11) TADs (Admissions)
	REEF POINTS DISTRIBUTION	As Designated	Designated Staff (3) TADs
	ALUMNI ASSOCIATION	ALUMNI ASSOC.	Designated Staff
2	MIDSHIPMEN PERSONNEL	MIDPERS ADMINO	(4) TADs
	DISBURSING (TRAVEL CLAIMS)	Disbursing Off.	(7) TADs
	NAVY FEDERAL CREDIT UNION	NFCU Manager	Designated Staff
	SPONSOR REGISTRATION	Sponsor Coord.	Designated Staff (2) TADs
	FAKE ID CARD AMNESTY	As Designated	Designated Staff (2) TADs
	Security Officer	Security Officer	(2) TADs
3	MEDICAL VERIFICATION	SMDR	Designated staff
4	BAGGAGE DROP	ENS TAD	(5) TADs (6) Midshipmen
5	MEDICAL RECORDS	SMDR	Designated staff
6	HEIGHT/WEIGHT/BODY FAT	PE Designee	(15) PE TADs

7	COLOR VISION SCREENING/EYE EXAMS	SMDR	(12) TADs
	BREATHALYZER	ADEO	(6) TADs
8	NAVAL ACADEMY ATHLETIC ASSOCIATION	A-AD	Designated staff (1) TAD
9	ALUMNI ASSOCIATION	As Designated	Designated staff
10	SHOT RECORD VERIF.	SMDR	Designated staff
11	MEDICAL PRIVACY ACT	SMDR	Designated staff
12	BLOOD DRAW	SMDR	(8) TADs
13	MEDICAL PROCESSING	SMDR	(48) TADs
14	CHAPLAIN	USNA Chaplain	(3) Chaplains (4) Chaplain TADs
15	MEDICAL REVIEW/ TATTOO & BODY PIERCING DOCUMENTATION	SMDR & Body Alteration Officer	Designated Staff (1) Photographer (1) SEL/CO
16	BARBER SHOP	As Designated	(8) TADs
17	USNA STORE/UNIFORM ISSUE	As Designated	(30) Midshipmen (include 8 females)
18	GEAR PICK UP (ALUMNI)	ENS TAD	(5) TADs (10) Midshipmen
19	CHECK OUT	ENS TAD	(6) TADs
20	C & C INSTRUCTION	Regimental Operations	(10) Midshipmen
21	3 <sup>rd</sup> Wing Red Beach	Regimental Admin	(5) TADs (15) Midshipmen
22	Boot Issue (between 3 <sup>rd</sup> and 5 <sup>th</sup> Wings)	As Designated	Designated Staff
	COMPANY AREAS	Company Officers	All Company Officers, SELs, and Company Commanders

Note: The personnel assignments above indicate the number of bodies available for each station. Medical requires (75) Total TADs for all stations. Officers in charge of each station may manage personnel as necessary to accomplish the mission.

205. PARENT/GUEST MANAGEMENT PLAN

Station	OIC	Personnel
ALUMNI HALL MGMT	OOW/AOOW	(3)Chaplains/(10) TADs
ATFP	ATFP OFFICER	ATFP TADs as available
VISITOR CENTER TOURS	Visitors Center	(1) TAD
SHUTTLE BUSES	IDC	(15) TADs
OFFICER & FACULTY CLUB	O & F Club	Designated Staff
PARENTS INFO TABLE	IDC	(7) TADs
PARENTS PICNIC	Alumni Association	Designated Staff
EXIT BEHIND ALUMNI HALL	I-Day Coordinator	(4) TADs
YP's (DEWEY SEAWALL)	PRODEV	(2) TADs

206. BWI AIRPORT WATCHBILL (I-DAY MINUS ONE)

TIME	STATION	BILLET
0700-1200	Driver	(1) TAD
	OIC	(1) TAD
1200-1600	Driver	(1) TAD
	OIC	(1) TAD

1600-2000	Driver	(1) TAD
	OIC	(1) TAD
2000-2300	Driver	(1) TAD
	OIC	(1) TAD
1900-2300	Total	(8) TADs total

Total Required		(213) TADs
		(31) Midshipmen
		(6) Chaplains

207. ALUMNI HALL STATION PLAN

ALUMNI HALL CENTRAL CONTROL STATION (CCS)

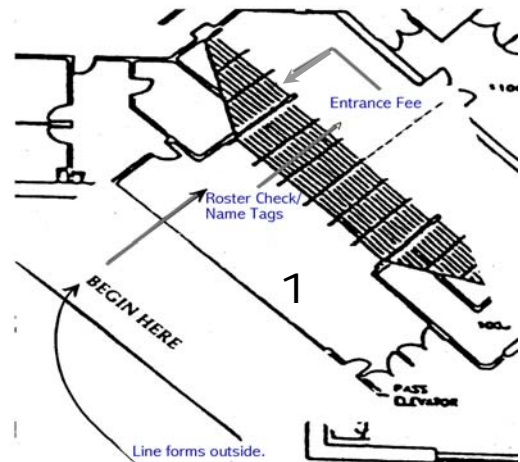
Location:	Alumni Hall Lobby
Personnel:	Staffed by I-Day Coordinator, Assistant I-Day Coordinator and (6) TADs
Set-up/Material:	(1) Table (4) Chairs (2) Rosters (1) Grease board (2) Radio (1) Radio Charger
Functions:	Accountability of those processed.
Reports required:	Be prepared to provide count of processed Midshipmen Candidates, and those remaining to be processed at 0800, 1000, and 1200.

MEDIA CHECK-IN

Location:	Alumni Hall Lobby
Personnel:	Staffed by PAO Office and (15) TADs
Set-up/Material:	(1) Table (2) Chairs
Functions:	Check-In Media.

STATION 1: INITIAL ENTRY POINT/NAME TAG DISTRIBUTION/ALUMNI ASSOCIATION/REEF POINT DISTRIBUTION)

Location:	West (Melville) Entrance, Alumni Hall	
Personnel:	(11) TADs	
Set-up/Material:	(14) Chairs	(4) Computer check-in stations; (4) Alpha lists (back-up)
	(8) Stands	(1) Radio
	(9) Tables	(2) Signs A-E, F-K, L-Q, R-Z



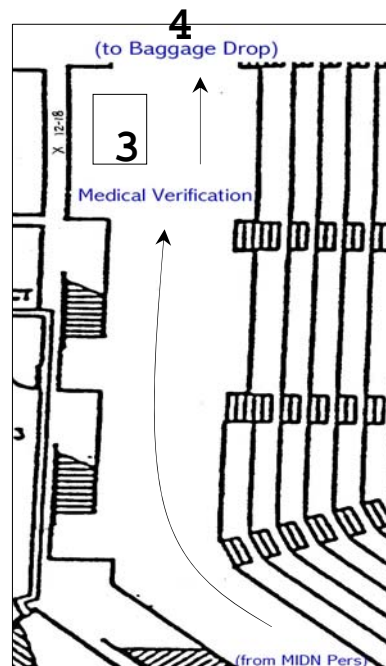
Functions:	Check Midshipmen Candidates permit to report. Check off name on master alphabetical roster. Check in names in the computers. Distribute name tags. Verify name tag spelling. Errors will be corrected by MIDStore immediately. Distribute Reef Points. Receive pre-labeled envelope from the Alumni Association. Ensure candidates retain Permit to Report and travel claim information.
Reports required:	Be prepared to provide a count of processed candidates at 0800, 1000, and 1200 to Central Control Station (I-Day Coordinator)

STATION 2: MIDN PERSONNEL/DISBURSING/NFCU/PLEBE SPONSOR PROGRAM/CHARACTER DEVELOPMENT FAKE ID CARD COLLECTION/SECURITY OFFICER

Location:	Second Floor, West tunnel		
Personnel:	Staffed by Midshipmen Personnel and (17) TADs.		
Set-up/Material:	(20) Chairs	(10) Tables	
	(3) Station sign	(5) Stand	
	(2) Trashcans (1) Screen		
Functions:	Collect and verify 4/C Personnel Information. Travel Claims & Collection Of NFCU application. Verify Plebe Sponsor Program information. Collect fake ID cards. Verify Information for Security Officer.		

STATION 3: MEDICATION VERIFICATION

Location:	Second Floor between West and North tunnel, under seating section "X" sign.	
Personnel:	Designated medical personnel	
Set-up/Material:	(7) Chairs	(1) Trashcan
	(2) Tables	(1) Stand
Functions:	Clear all medications that Midshipmen Candidates arrive with for use over Plebe Summer.	



STATION 4: BAGGAGE DROP

Location:	Under seating section "V" sign, near North tunnel.	
Personnel:	(6) Midshipmen (5) TADs	
Set-up/Material:	(2) Carts	(5000) Baggage Tags
	(2) Tables	(2) Rosters by Plt
	(20) Pens	(1) Radio
	(1) Stand	

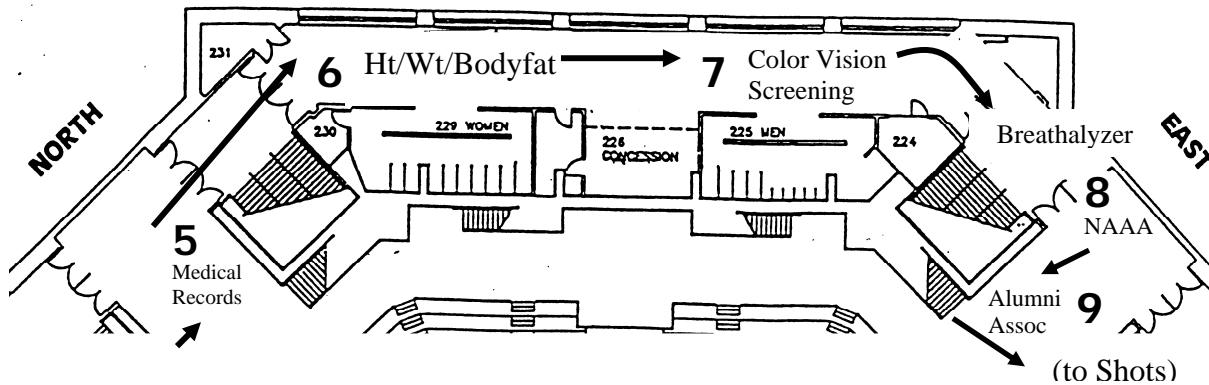
Uniform:	Regulation PE gear for Midshipmen
Functions:	Have Midshipmen Candidates fill out and attach baggage tags with name and platoon. Move candidate baggage from Alumni Hall, down the elevator to loading dock. Cell phone annotated on roster. Provide security for baggage until loaded in trucks for transport. <b>ENSURE MIDSHIPMEN CANDIDATES KEEP MEDICAL RECORDS, SHOT CARDS AND ANY MEDICATION ON THEIR PERSON BEFORE LEAVING THEIR LUGGAGE.</b>

STATION 5: MEDICAL RECORDS

Location:	North tunnel, 2nd Level		
Personnel:	Designated medical personnel		
Set-up/Material:	(5) Tables	(10) Chairs	(1) Stand
	(4) Alphabet signs	(1300) ht/wt records	(1) Trashcan
Functions:	Collect and verify medical and shot records.		

STATION 6: HEIGHT/WEIGHT AND BODY FAT MEASURING

Location:	Concourse between North and East tunnels, Northern end.		
Personnel:	Designated PE Department Personnel (15) PE TADs		
Set-up/Material:	(5) Tables	(20) Chairs (1) Stand	
	Scales (provided by PE)	Tape Measures (provided by PE)	
	(1) Roster by Platoon	(2) Bathrooms for measuring bodyfat	
Functions:	Weigh and measure Midshipmen Candidates and determine which do not meet USNA height/weight standards. Use adjacent bathroom facilities for measurements.		



STATION 7: COLOR VISION SCREENING/EYE EXAMS/BREATHALYZER

Location:	Concourse between North and East tunnels, Eastern end.			
Personnel:	Designated medical personnel and (18) TADs			
Set-up/Material:	(10) Tables	(19) Chairs	(3) Stands	(2) Trashcans
	(1) radio	Room 224 (darkened exam room)		
Functions:	Verify color vision and conduct eye exams. Verify I-Day sobriety.			

STATION 8: NAVAL ACADEMY ATHLETIC ASSOCIATION (NAAA)

Location:	East tunnels, 2nd Level		
Personnel:	NAAA personnel (1) TAD		
Set-up/Material:	(2) Table	(12) Chairs	(1) Stand (1) Trashcan
Functions:	Screen for athletes.		

STATION 9: ALUMNI ASSOCIATION

Location:	East tunnel, 2nd Level	
Personnel:	Alumni Association personnel	
Set-up/Material:	(7) Tables/ (1) Stand	(48) Chairs
	(1) Alpha Roster	(1) Company Roster
Functions:	Complete Alumni Association questionnaire.	

STATION 10: SHOT RECORD VERIFICATION

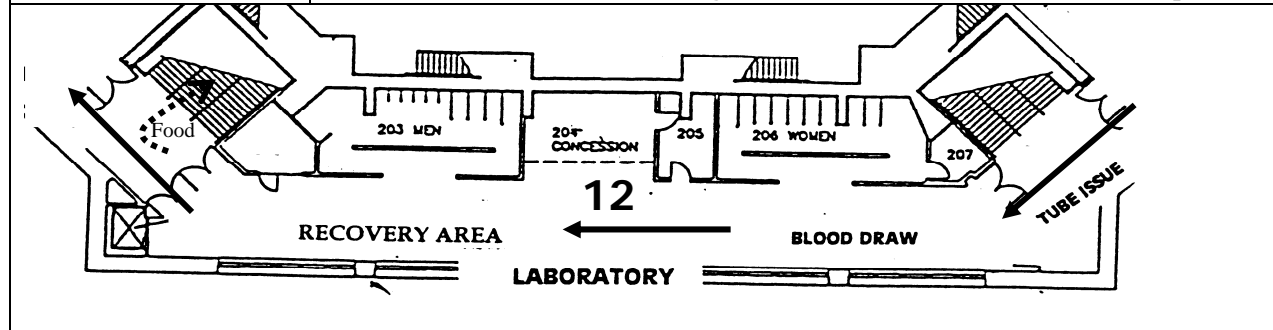
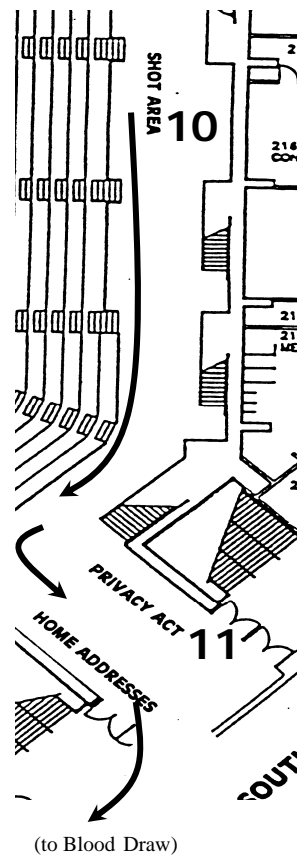
Location:	Second Floor between East and South tunnels.	
Personnel:	Designated medical personnel	
Set-up/Material:	(10) Tables/ (9) Stands	(20) Chairs (10) Trashcans
Functions:	Verify shot records, give shots.	

STATION 11: MEDICAL PRIVACY ACT/HOME ADDRESSES

Location:	Second Floor between West and South tunnels, Alumni Hall.	
Personnel:	Designated medical personnel	
Set-up/Material:	(7) Tables	(18) Chairs
Functions:	Sign medical privacy acts and verify home addresses for medical records.	

STATION 12: BLOOD DRAW

Location:	Concourse between West and South tunnels, second floor.	
Personnel:	Designated medical personnel	
Set-up/Material:	(0) Tables	(0) Chairs
	(8) Cots	Blood draw equipment
	(1) Stand	(4) Trash cans
	Food Station: (2) tables, donuts, juice, (3) Trashcans	
Functions:	Draw and process blood samples. Recovery donut/juice station located down flight of stairs in West vomitory.	



STATION 13: MEDICAL PROCESSING

Location:	Bo Coppedge Room, Alumni Hall.	
Personnel:	Designated medical personnel	
Set-up/Material:	Bo Coppedge: (10) Tables (6) Stands (60) Chairs (3) Trashcans Med. check out (grnd level): (3) Tables (1) Stand (9) Chairs Medical Hold area (court area): (3) Tables (3) Stands (30) Chairs	
Functions:	Medical screening. Midshipmen Candidates who must have further screening will be sent downstairs (court area) to wait for further medical review. Medical personnel will be conducting examinations in the lower level office spaces below the Bo Coppedge room. Those candidates who are cleared will proceed (right) to the Barber Shop.	

STATION 14: CHAPLAIN

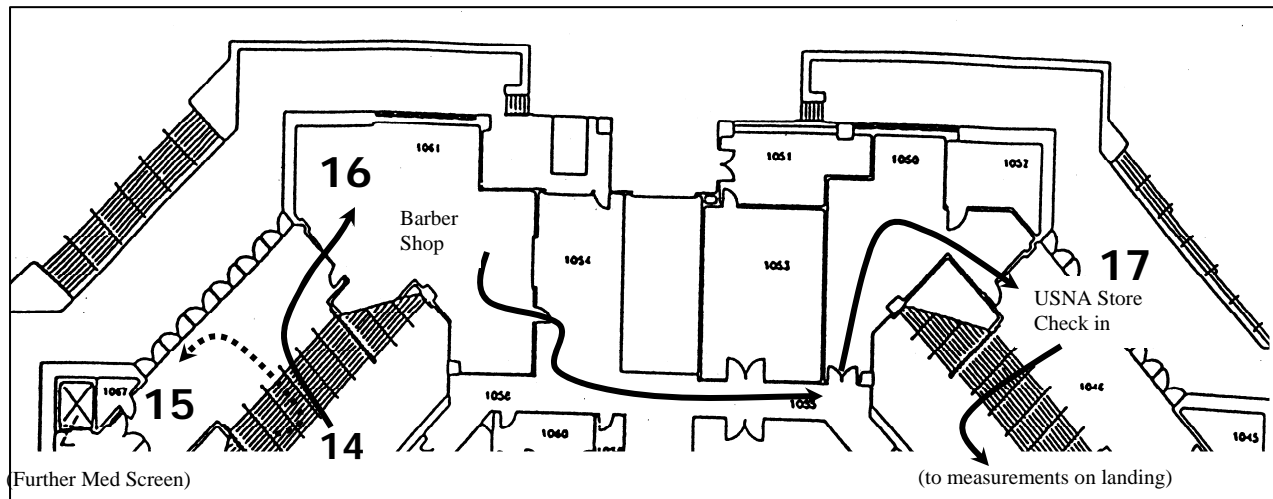
Location:	Near Griffin (North) Entrance (on ladderwell landing)
Personnel:	(3) Chaplains (3) Enlisted Staff (4) TADs
Set-up/Material:	(2) Tables (4) Chairs (1) Stand
Functions:	Introduce Midshipmen Candidates to Chaplain purpose and facilities

STATION 15: TATTOO/BODY PIERCING DOCUMENTATION

Location:	Alumni Hall Locker Room with Further Medical Screening
Personnel:	(1) Photographer / (1) SEL/CO/ 1 male or 1 female
Set-up/Material:	White Screen
Functions:	To document tattoos and body piercings of candidates for Tattoo Review Board.

STATION 16: BARBER SHOP

Location:	Room 1061, near Griffin (North Entrance)
Personnel:	Barbers, (8) TADs to include (1) Male and (1) Female
Set-up/Material:	(4) Tables (3) Chairs (1) Stands Barber Chairs
Functions:	Cut hair to meet USNA regulations



STATION 17: USNA STORE/UNIFORM ISSUE RECORDS

Location:	East Entrance
Personnel:	Uniform Shop personnel (30) TADs (include 8 females)
Set-up/Material:	(9) Table (116) Chairs (9) Stands (1) Trashcan
Functions:	Fit and issue all uniforms and accessories.

USNA Store process:

Midshipmen Candidates check in at Station 15 and receive records. Proceed upstairs to first landing to be measured by the tailors. Continue upstairs for shoe fittings and issue. Return downstairs and proceed to fitting rooms located along same side. Exit Issue area at same end as Station 15, and enter the Basketball Court for Academic Center survey.

**17 cont**

STATION 18: GEAR PICK-UP

Location:	Melville Entrance loading dock
Personnel:	(5) TADs (10) Midshipmen
Set-up/Material:	(1) Stand (2) Flat Bed Trucks
Functions:	Load trucks with baggage and provide local security for baggage while awaiting transport.

STATION 19: CHECK OUT

Location:	Basketball court
Personnel:	(6) TADs
Set-up/Material:	(3) Table (10) Chairs (4) Computers/Rosters (1) Stand
Functions:	Accountability of those processed.
Reports required:	Be prepared to provide count of processed Midshipmen Candidates, and those remaining to be processed at 0800, 1000, 1200, and 1400.

STATION 20: CUSTOMS AND COURTESIES INSTRUCTION

Location:	Basketball court
Personnel:	(15) Midshipmen
Set-up/Material:	(1) Stand
Functions:	Instructions on basic military customs, uniform wear. Form squad to platoon sized units for movement to Bancroft Hall in busses. Provide bus commanders for movement to Bancroft Hall.

STATION 21: 3<sup>RD</sup> WING RED BEACH

Location:	WING 3 <sup>rd</sup> RED BEACH/MID STORE PARKING LOT
Personnel:	(5) TADs (15) Midshipmen
Set-up/Material:	(1) Radio
Functions:	Accountability of those processed.
Reports required:	Pick up staged Midshipmen Candidate gear and release Midshipmen Candidates to 5 <sup>th</sup> wing boot issue.

STATION 22: BOOT ISSUE (5<sup>TH</sup> WING LOADING DOCK)

Location:	5 <sup>th</sup> Wing loading dock
Personnel:	MID Store Personnel/Midshipmen from previous station
Set-up/Material:	None
Functions:	Issue combat boots to Midshipmen Candidates. Following issue, Midshipmen Candidates will take Bancroft Hall tunnel to their company areas.

208. LINE MANAGEMENT/TOURS

Location:	Alumni Hall Parking Horse Shoe
Personnel:	Chaplains; (10) TADs
Set-up/Material:	White fences from PE Department
Functions:	Patrol line to answer questions, act as crowd management, advertise YP tours and Alumni Association picnic. TADs required to pick up boxed lunches at designated time.

209. ATFP

Location:	Alumni Hall
Personnel:	ATFP TADs as available
Set-up/Material	N/A
Functions:	Patrol Alumni Hall for ATFP risks.

210. VISITORS CENTER TOURS

Location:	Lawn behind Sampson
Personnel:	(1) TAD
Set-up/Material	(1) Tent (Shared with Officer's Club
Functions:	Provide Free Tours to Families and Friends.

211. SHUTTLE BUSES

Location:	Navy Marine Corps Stadium to Alumni Hall
Personnel:	(15) TADs
Set-up/Material:	(3) USNA Buses
Functions:	Provide Bus Commander and Bus Riders throughout the day in order to assists parents and candidates.

212. OFFICER AND FACULTY CLUB

Location:	Lawn behind Sampson
Personnel:	Designated Staff Officer and Faculty Club
Set-up/Material	(1) Tent
Functions:	Sell Food and Drink to parents and candidates.

213. PARENT INFORMATION TABLE

Location:	Worden Field
Personnel:	(7) TADs
Set-up/Material	(1) Tent (2) Tables (4) Chairs, Parent's I-Day Information Booklet, and SOE
Functions:	Answer questions for parents on I-Day and Parents Weekend.

214. PARENTS' PICNIC

Location:	Worden Field
Personnel:	Designated Staff
Set-up/Material	Coordinated by Alumni Association
Functions:	Introduce parents to Alumni Association and Parents Club.

215. MIDSHIPMEN CANDIDATE EXIT BEHIND ALUMNI HALL

Location:	Alumni Hall Midshipmen Candidate exit ramp/load bus area
Personnel:	(4) TADs
Set-up/Material:	(1) Trashcan
Functions:	Crowd management, direct family members to Parent Info Table, Dahlgren, YP, Yard Tours, etc. Advertise next time to meet with candidate is after Oath of Office ceremony.

216. DEWEY SEAWALL: YP TOURS

Location:	Dewey seawall
Personnel:	(2) TADs (2) YP
Set-up/Material:	(1) Stand
Functions:	Provide basic tour of YP

**CHAPTER 3 - INDUCTION DAY OATH OF OFFICE CEREMONY**

300. CEREMONY BRIEF/REHEARSALS

1. Brief

a. The Brigade Drill Master will provide a brief on the ceremony to all Plebe Summer staff and detailers during LDEP II to the following: OIC, AOIC, Battalion Officers, Company Officers/Senior Enlisted, Regimental Commander, Regimental Executive Officer, Announcer, Regimental 1st LT, Battalion Commanders, Company Commanders, designated Squad Leaders (1 per company), designated ushers, and Band Representative.

b. Platoon Commanders Brief. Following the rehearsal the Platoon Commanders will be briefed by the Drill Master on their responsibilities to form their platoons and the proper location for the ceremony.

c. Ushers Brief. I-Day minus two, the ushers assigned to the Oath of Office ceremony will be briefed on their duties and responsibilities by the Drill Master. This brief will occur in Tecumseh Court following the rehearsal.

2. Rehearsals

a. Outdoor Ceremony Rehearsal. For the Regimental Commander, Executive Officer, Adjutant, Battalion Commanders, Company Commanders, designated Squad Leaders, designated Ushers, Color Guard, and Band Representative, rehearsal will go in Tecumseh Court on I-Day minus two in accordance with the Plebe Summer SOE (in case of inclement weather, indoor ceremony rehearsal for same individuals will go in Alumni Hall). On I-Day minus one there will be a Full Dress Rehearsal with the Commandant and the Superintendent in accordance with the Plebe Summer SOE in Tecumseh Court.

b. Indoor Ceremony Rehearsal. The indoor ceremony rehearsal will be held same time in Alumni Hall for same personnel required to attend the outdoor ceremony rehearsal. Three sections of seating closest to the stage will be roped off for the guests of the Commandant, Superintendent and the Press.

301. UNIFORMS

1. Rehearsals. Rehearsals will be in Summer Whites in order to complete movements from I-Day ceremony in proper uniform.

2. Ceremony. Summer whites for the official party and Navy Officers/Enlisted; blue dress "D" for Marine Officers/Enlisted; Summer whites for upper class Midshipmen and guests. White Works Echo for Midshipmen Candidates. Midshipmen Candidates who report late and have not been issued white works will wear appropriate civilian attire.

302. DUTIES

1. Midshipmen Activities Officer. Assist the Induction Day Coordinator in ensuring the following procedures are complete:

- a. Request ceremony set-up support from Public Works to include:
  - (1) Chairs, podiums, and sound systems for the outdoor and indoor ceremonies.
  - (2) Podiums and microphones for the ceremony rehearsals.
  - (3) National Ensigns and appropriate national flags for international Midshipmen if not provide by Brigade Drill Master.
- b. Request musical support from USNA Band for ceremony and ceremony rehearsals.
- c. Request photography and media assistance support from Public Affairs Officer.
- d. Request emergency medical support from USNA Branch Clinic to include a Corpsman and two wheelchairs.
- e. Brief and supervise ushers who will assist in the ceremony. Usher duties include:
  - (1) Seating the incoming Plebe Class efficiently.
  - (2) Escorting/assisting medically disabled/restricted guests to seats.
  - (3) Distributing programs.
  - (4) Escorting VIPs, Superintendent's, and Commandant's guests.
  - (5) Brief all participants on their roles in the ceremony.
  - (6) Organize and supervise all ceremony rehearsals.

## 2. I-Day Coordinator

- a. By 1600 on I-Day provide the Public Affairs Officer with a list of those Midshipmen Candidates desiring a Personal Swearing-In ceremony.
- b. Post alphabetical signs to mark designated Parents' meeting areas for both the outdoor and indoor ceremonies.
- c. Prepare an Oath of Office ceremony program. Supervise the distribution of program at the ceremony.

## 3. Company Officers/Senior Enlisted Leaders

- a. Attend ceremony brief during LDEP II, the rehearsal on I-Day minus two, and I-Day minus one.
- b. Brief Midshipmen Candidates on the interpretation of the Oath of Office and the international Oath of Compliance.

c. Supervise the proper signing of Oath of Office forms by each Midshipmen Candidate. Submit signed forms to the MIDPERS Administrative Officer on I-Day.

d. Companies "A" through "P" will each provide two detailers for usher duty.

4. Detailers

a. Attend the ceremony brief during LDEP II.

b. Participate in the ceremony rehearsals.

c. Train Plebes on commands and movements for ceremony.

d. Battalion, Company, and Platoon Commanders supervise the formation and movement of the incoming Plebe Class into position for the ceremony on I-Day. Verify no seats are empty in class seating.

5. Officer of the Watch. Make periodic checks and announcements prior to the ceremony to ensure that all windows facing "T" court are closed and blinds are half closed. Midshipmen are prohibited from viewing the ceremony from any room. There will be no music/noise heard from any room.

6. Plebe Summer Staff Operations Officer. Assist the Induction Day Coordinator in ensuring that the following procedures are complete for the Personal Swearing In Ceremony in Smoke Hall:

a. Request Brigade Drill Master set-up of 20 national ensigns in Smoke Hall.

b. Brief, and supervise the ushers who will assist in the ceremony.

7. Personal Swearing In Ceremony Ushers. Ushers will be TAD Ensigns/2nd Lieutenants. Their duties will include:

a. One floor usher to direct guests to empty stations.

b. 20 ushers at each flag station with a card to be raised indicating a vacancy.

c. One Director to serve as the check-in point.

d. One Exiting Usher to assist departing guests.

e. One Elevator Usher to assist guests.

303. SCHEDULE OF EVENTS (OUTDOOR CEREMONY)

NLT 1600 Weather Call for ceremony is made by PS OIC.

NLT 1630 Midshipmen Candidates briefed by Squad Leaders on "**UNCOVER-TWO**" and "**COVER-TWO**" commands, "**ROW SEATS**" command and that they will not salute at any time during the ceremony. Port Battalion

begins forming in the 3-0 passage to the 7-0 passage. Starboard Battalion begins forming in the 4-0 passage to the 8-0 passage.

- 1700 Four Midshipmen ushers post in Midshipmen Candidate seating area. Four Midshipmen ushers post on Steerage entrance.
- Ten Midshipmen ushers post in visitor seating and on terraces. Two TAD Ensigns and four Midshipmen ushers post in Smoke Hall. One TAD Ensign and two Midshipmen ushers post in Rotunda.
- 1710 Midshipmen Candidates form up in passage way fore-to-aft by company in two ranks. Platoon commanders take charge of their platoons. Port Battalion, formed in the 3-0 passage to the 7-0 passage. Starboard Battalion, formed in the 4-0 passage to the 8-0 passage.
- 1715 Detailers form in two ranks on Third Wing (Port Battalion) and Fourth Wing (Starboard Battalion) entrances to Steerage. As platoons exit 4-0 into T-Court, remaining detailers fall into designated ranks and stand-by.
- 1725 Midshipmen Candidates Step-Off; led by a Midshipman usher from the staging areas in single file to Tecumseh Court. Midshipmen Candidates will be counted off in increments of 20. Midshipmen ushers will clear path of spectators.
- 1725 Announcer: **"GOOD AFTERNOON AND WELCOME TO THE CLASS OF \_\_\_\_\_ OATH OF OFFICE CEREMONY, PLEASE SILENCE OR TURN OFF YOUR CELL PHONES FOR THE DURATION OF THE CEREMONY. LADIES AND GENTLEMEN, THE MIDSHIPMEN CANDIDATES OF THE CLASS OF \_\_\_\_."**
- Midshipmen Candidates proceed to their seats simultaneously in single file. (Lead Midshipman usher wait for cue from Drill Staff.)
- Two of the detailers assigned to Midshipmen Candidate seating lead the start of each column to their seats.
- The four Midshipmen ushers coordinating the seating ensure rows are filled in an expeditious manner and seated in unison.
- USNA band begins to play. Band plays until the Superintendent's guests are in place.
- As the last Midshipmen Candidate marches out of Bancroft, the detailers prepare to step-off. (Lead Midshipman usher wait for cue from Drill Staff.)
- Announcer: **"LADIES AND GENTLEMEN, THE LEADERSHIP DETAIL FOR THE CLASS OF \_\_\_\_."**
- Detailers proceed simultaneously in single file. (Lead Midshipman usher wait for cue from Drill Staff.)

Regimental staff marches to center of Tecumseh Court immediately behind candidate seating and faces Bancroft Hall. On Regimental Commander's command of **"FORWARD, MARCH"**, they march onto wing positions as shown in exhibit 3.1. Regimental staff marches in staff formation to base of Bancroft Hall steps and remains at attention.

The SOE from this point to the fly-over takes two minutes and thirty seconds (1800:00; T-02:30).

DO NOT Execute until a four minute standby from the Logistics Officer is received.

(1800:00; T-02:30) Announcer: **"MIDSHIPMEN CANDIDATES RISE. LADIES AND GENTLEMEN, PLEASE RISE FOR THE ARRIVAL OF THE OFFICIAL PARTY."**

(1800:05; T-02:25) Regimental Commander (RC) executes about face and commands **"REGIMENT, ATTENTION"** and returns to original front.

(1800:15; T-02:15) Official Party proceeds to seats and remains standing.

(1800:40; T-01:50) Announcer: **"PLEASE REMAIN STANDING FOR THE NATIONAL ANTHEM."**

(1800:45; T-01:45) The RC executes about face and commands **"DETAIL, PRESENT-ARMS,"** returns to original front and commands **"STAFF, PRESENT-ARMS."** (Midshipmen Candidates do not salute).

(1800:55; T-01:35) The band plays the National Anthem on the cue of the RC.

(1802:10; T-00:20) RC commands **"STAFF, ORDER ARMS,"** executes about face and commands **"DETAIL, ORDER ARMS"** and returns to original front.

(1802:15; T-00:15) Announcer: **"APPROACHING OVERHEAD ARE TWO AIRCRAFT OF \_\_\_\_\_ NAVAL AIR STATION. THE PILOTS ARE: \_\_\_\_\_ AND \_\_\_\_\_."**

**LADIES AND GENTLEMEN, THE \_\_\_\_\_!**

(1802:30; T-00:00) Flyover

RC executes about face and commands **"REGIMENT, PARADE REST,"** returns to original front and commands **"STAFF, PARADE REST."**

Announcer: **"LADIES AND GENTLEMEN, (Rank, Name), CHAPLAIN CORPS, UNITED STATES NAVY."**

Chaplain delivers invocation.

RC comes to attention, executes about face and commands **"MIDSHIPMEN CANDIDATES, ATTENTION,"** returns to original front and parade rest."

Announcer: **"LADIES AND GENTLEMEN PLEASE BE SEATED; MIDSHIPMEN CANDIDATES BE SEATED.**

(PAUSE)

**THE OFFICER IN CHARGE OF THE FOURTH CLASS REGIMENT, (Rank, Name, Title).**"

OIC welcomes the Class of \_\_\_\_ and administers the Leadership Oath.

RC orders **"STAFF, ATTENTION,"** executes about face and commands **"DETAIL ATTENTION"** and returns to original front.

Leadership Oath administered.

**"DETAILERS, RAISE YOUR RIGHT HAND."**

**"HAVING BEEN SELECTED A MEMBER OF THE PLEBE SUMMER DETAIL, DO YOU SWEAR (OR AFFIRM) THAT YOU WILL TRAIN THE CANDIDATES WHO STAND BEFORE YOU TO THE BEST OF YOUR ABILITY; THAT YOU WILL DEVELOP THEM INTO BASICALLY TRAINED MIDSHIPMEN WHO ARE SMARTLY DISCIPLINED, MORALLY SOUND, MENTALLY AND PHYSICALLY FIT, AND THOROUGHLY INDOCTRINATED IN LOVE OF COUNTRY AND A SENSE OF HONOR; THAT YOU WILL DEMAND OF THEM, AND DEMONSTRATE BY YOUR OWN EXAMPLE, THE HIGHEST STANDARDS OF PERSONAL CONDUCT, HONOR, MORALITY, AND PROFESSIONAL SKILL; AND THAT YOU WILL ENSURE THAT THEY ARE WELL-PREPARED TO TAKE THEIR PLACE AS MEMBERS OF THE BRIGADE AT THE CONCLUSION OF THEIR TRAINING?"**

Detailers respond with **"I DO."**

Once the oath is complete, RC executes about face and commands **"DETAIL, PARADE REST,"** returns to original front and commands **"STAFF, PARADE REST."**

OIC then introduces the Superintendent.

**"LADIES AND GENTLEMEN, IT IS MY DISTINCT HONOR TO INTRODUCE THE \_\_\_\_TH SUPERINTENDENT OF THE UNITED STATES NAVAL ACADEMY, \_\_\_\_\_, UNITED STATES NAVY."**

Superintendent makes his remarks and introduces the Commandant.

Commandant directs: **"INTERNATIONAL CANDIDATES FROM THE CLASS OF \_\_\_\_\_, RISE, RAISE YOUR RIGHT HAND."**

Commandant administers Oath of Compliance

**"HAVING BEEN ADMITTED AS A MIDSHIPMAN AT THE UNITED STATES NAVAL ACADEMY, DO YOU SWEAR (OR AFFIRM) TO COMPLY WITH ALL THE REGULATIONS OF THE ACADEMY, AND DO YOU TAKE THIS OBLIGATION FREELY, WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION, SO HELP YOU GOD?"**

Commandant: **"ACKNOWLEDGE THE OATH BY RESPONDING, I DO."**

International Midshipmen Candidates reply: **"I DO."**

Commandant directs: **"CLASS OF \_\_\_\_\_, RISE, RAISE YOUR RIGHT HAND."**

Commandant administers Oath of Office.

**"HAVING BEEN APPOINTED A MIDSHIPMAN IN THE UNITED STATES NAVY, DO YOU SOLEMNLY SWEAR (OR AFFIRM) THAT YOU WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC; THAT YOU WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME; THAT YOU TAKE THIS OBLIGATION FREELY, WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION; AND THAT YOU WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE ON WHICH YOU ARE ABOUT TO ENTER, SO HELP YOU GOD."**

Commandant: **"ACKNOWLEDGE THE OATH BY RESPONDING, I DO."**

Candidates reply: **"I DO."**

Commandant returns to his seat.

Announcer: **"LADIES AND GENTLEMEN, PLEASE RISE FOR THE PLAYING OF BLUE AND GOLD."**

RC commands **"STAFF, ATTENTION,"** executes about face and commands **"REGIMENT, ATTENTION."**

RC commands **"REGIMENT, UNCOVER TWO"** returns to original front and commands **"STAFF, UNCOVER TWO."**

USNA Band plays Navy Blue and Gold.

RC commands, **"STAFF, COVER TWO"** executes about face and commands **"REGIMENT, COVER TWO"** and returns to original front.

Announcer: **"LADIES AND GENTLEMEN, PLEASE REMAIN STANDING FOR THE DEPARTURE OF THE OFFICIAL PARTY."**

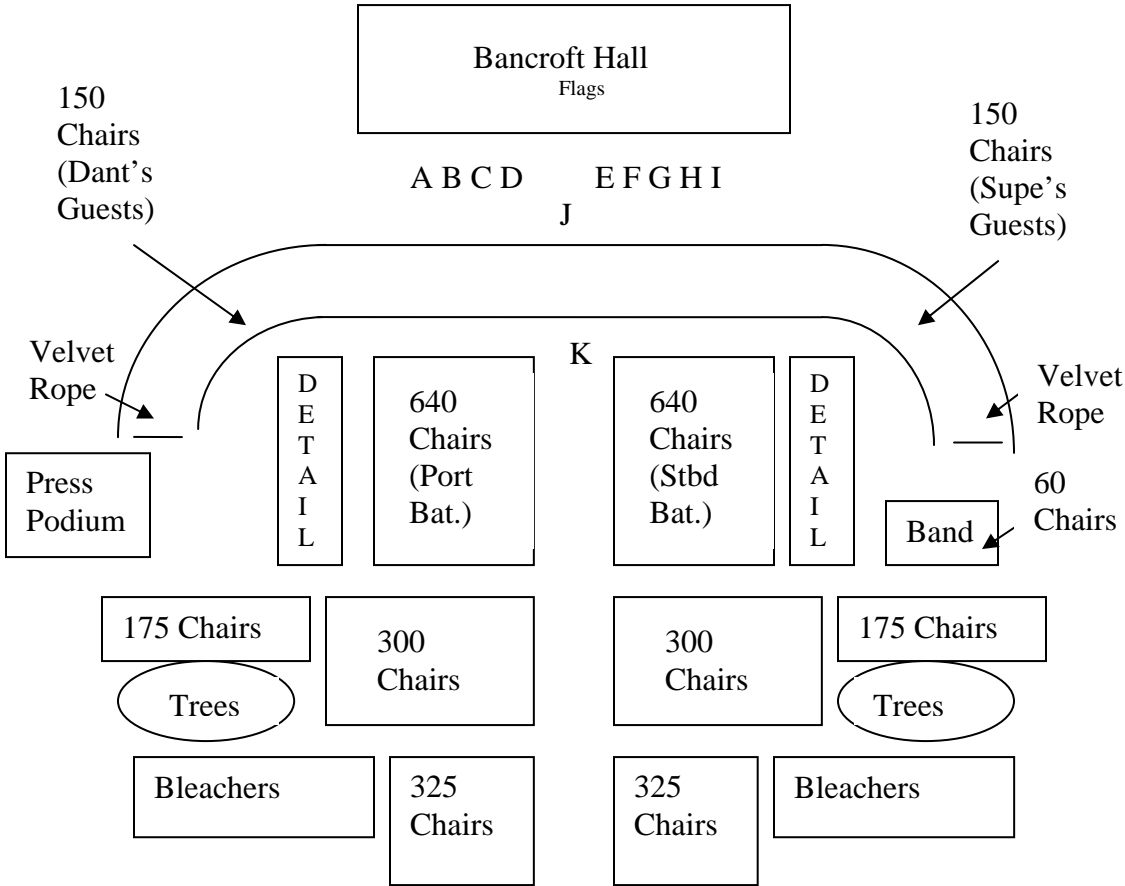
After the departure of the official party:

Announcer: **"MIDSHIPMEN, YOUR NEXT FORMATION IS AT 1915 AT THE DESIGNATED FORMATION AREAS. MIDSHIPMEN DESIRING TO MEET WITH GUESTS MAY DO SO ALONG STRIBLING WALK IMMEDIATELY TO THE REAR. MEET BY THE SIGNS THAT CORRESPOND TO THE FIRST LETTER OF YOUR LAST NAME. UNACCOMPANIED MIDSHIPMEN MAY MEET WITH NAVAL ACADEMY SUPPORTERS IN THE CENTER OF STRIBLING WALK. ANY MIDSHIPMEN AND THEIR FAMILY DESIRING A PERSONAL SWEARING IN, PLEASE REPORT TO THE ROTUNDA IN BANCROFT HALL."**

Announcer: **"LADIES AND GENTLEMEN, THIS CONCLUDES THE CEREMONY."**

RC executes about face and commands "REGIMENT, DISMISSED,"  
 executes about face and commands "STAFF, DISMISSED."

OUTDOOR CEREMONY DIAGRAM



- A - Deputy Commandant
- B - Athletic Director
- C - Officer in Charge, Fourth Class Regiment
- D - Commandant
- E - Superintendent
- F - Academic Dean
- G - Dean of Admissions
- H - Senior Chaplain
- I - Command Master Chief
- J - Podium and Microphone
- K - Regimental Staff

304. SCHEDULE OF EVENTS (INDOOR CEREMONY)

- NLT 1600 Weather Call for ceremony is made by OIC.
- NLT 1630 Midshipmen Candidates briefed by Squad Leaders on **"UNCOVER-TWO"** and **"COVER-TWO"** commands, and they will not salute at any time during the ceremony.
- 1700 Four Midshipmen ushers post on main floor of Alumni Hall. Four Midshipmen ushers post at loading dock entrance.
- Ten Midshipmen ushers post in visitor seating and at lobby entrance. Two TAD Ensigns and four Midshipmen ushers post on mezzanine level.
- 1710 Candidates form in Nimitz Library basement passageways. The Fourth Class Regiment will enter Alumni Hall from the loading dock entrance. Regiment forms in 32 rows of 40, as directed by ushers, beginning with Alpha Company and ending with Papa Company.
- 1715 Detailers line up behind the candidate formation in the basement of Rickover Hall. They enter Alumni Hall and surround the formation as they would in the outdoor ceremony.
- 1725 Midshipmen Candidates Step-Off; led by Midshipmen ushers. Midshipmen ushers clear path of spectators.
- 1725 Announcer: **"GOOD AFTERNOON AND WELCOME TO THE CLASS OF \_\_\_\_ OATH OF OFFICE CEREMONY. PLEASE SILENCE OR TURN OFF ALL CELL PHONES FOR THE DURATION OF THE CEREMONY. "LADIES AND GENTLEMEN, THE MIDSHIPMEN CANDIDATES OF THE CLASS OF \_\_\_\_."**
- Platoons proceed to their designated locations in formation. (Lead Midshipman usher wait for cue from Drill Staff.)
- USNA band begins to play. Band plays until the Superintendent's guests are in place.
- As the last Midshipmen march into the main floor area, the detailers will prepare to step-off. (Lead Midshipman usher wait for cue from Drill Staff.)
- Announcer: **"LADIES AND GENTLEMEN, THE LEADERSHIP DETAIL FOR THE CLASS OF \_\_\_\_."**
- Detailers proceed simultaneously in single file. (Lead Midshipman usher wait for cue from Drill Staff.)
- Regimental staff marches to center of the stage on the main floor. On the Regimental Commander's command of **"FORWARD, MARCH"** they will march to the front of the candidate formation and remain at attention.

(1759:30) Announcer: **"MIDSHIPMEN CANDIDATES RISE. LADIES AND GENTLEMEN, PLEASE RISE FOR THE ARRIVAL OF THE OFFICIAL PARTY."**

(1759:35) RC executes about face and commands, **"REGIMENT, ATTENTION"** and returns to original front.

(1759:45) Official Party proceeds to seats and remain standing.

(1800:00) Announcer: **"PLEASE REMAIN STANDING FOR THE NATIONAL ANTHEM."**

(1800:05) The RC executes about face and commands **"DETAIL PRESENT-ARMS,"** returns to original front and commands **"STAFF, PRESENT ARMS."** (Candidates do not salute).

(1800:15) The USNA band plays the National Anthem on the cue of the Regimental Staff.

(1801:45) RC commands **"STAFF, ORDER ARMS,"** executes about face and commands **"DETAIL, ORDER-ARMS, PARADE REST"** and returns to original front and commands **"STAFF, PARADE REST."**

Announcer: **"LADIES AND GENTLEMEN, (RANK, NAME), CHAPLAIN CORPS, UNITED STATES NAVY."**

Chaplain delivers invocation.

RC comes to attention, executes about face and commands **"MIDSHIPMEN CANDIDATES, ATTENTION,"** returns to original front and parade rest."

Announcer: **"LADIES AND GENTLEMEN, PLEASE BE SEATED. MIDSHIPMEN CANDIDATES, BE SEATED."**

(PAUSE)

**THE OFFICER IN CHARGE OF THE FOURTH CLASS REGIMENT, (Rank, Name, Title)."**

OIC welcomes Class of \_\_\_\_ and administers the Leadership Oath.

RC executes about face and commands **"DETAIL ATTENTION,"** returns to original front and commands **"STAFF, ATTENTION."**

Leadership Oath administered

**"DETAILERS, RAISE YOUR RIGHT HAND."**

**"HAVING BEEN SELECTED A MEMBER OF THE PLEBE SUMMER DETAIL, DO YOU SWEAR (OR AFFIRM) THAT YOU WILL TRAIN THE CANDIDATES WHO STAND BEFORE YOU TO THE BEST OF YOUR ABILITY; THAT YOU WILL DEVELOP THEM INTO BASICALLY TRAINED MIDSHIPMEN WHO ARE SMARTLY DISCIPLINED, MORALLY SOUND, MENTALLY AND PHYSICALLY FIT, AND THOROUGHLY INDOCTRINATED IN LOVE OF COUNTRY AND A SENSE OF HONOR; THAT YOU WILL DEMAND OF THEM, AND DEMONSTRATE BY YOUR OWN**

**EXAMPLE, THE HIGHEST STANDARDS OF PERSONAL CONDUCT, HONOR, MORALITY, AND PROFESSIONAL SKILL; AND THAT YOU WILL ENSURE THAT THEY ARE WELL-PREPARED TO TAKE THEIR PLACE AS MEMBERS OF THE BRIGADE AT THE CONCLUSION OF THEIR TRAINING?"**

Detail responds with "I DO."

Once the oath is complete, RC executes about face and commands "DETAIL, PARADE REST," returns to original front and commands "STAFF, PARADE REST."

OIC then introduces the Superintendent. "LADIES AND GENTLEMEN, IT IS MY DISTINCT HONOR TO INTRODUCE THE \_\_\_TH SUPERINTENDENT OF THE UNITED STATES NAVAL ACADEMY, \_\_\_\_\_, UNITED STATES NAVY."

Superintendent makes his remarks and introduces the Commandant.

Commandant directs: "INTERNATIONAL CANDIDATES FROM THE CLASS OF \_\_\_\_\_, RISE, RAISE YOUR RIGHT HAND."

Commandant administers Oath of Compliance

"HAVING BEEN ADMITTED AS A MIDSHIPMAN AT THE UNITED STATES NAVAL ACADEMY, DO YOU SWEAR (OR AFFIRM) TO COMPLY WITH ALL THE REGULATIONS OF THE ACADEMY, AND DO YOU TAKE THIS OBLIGATION FREELY, WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION, SO HELP YOU GOD?"

Commandant: "ACKNOWLEDGE THE OATH BY RESPONDING, I DO."

International Midshipmen Candidates reply: "I DO."

Commandant directs: "CLASS OF \_\_\_\_\_, RISE, RAISE YOUR RIGHT HAND."

Commandant administers Oath of Office.

"HAVING BEEN APPOINTED A MIDSHIPMAN IN THE UNITED STATES NAVY, DO YOU SOLEMNLY SWEAR (OR AFFIRM) THAT YOU WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC; THAT YOU WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME; THAT YOU TAKE THIS OBLIGATION FREELY, WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION; AND THAT YOU WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE ON WHICH YOU ARE ABOUT TO ENTER, SO HELP YOU GOD."

Commandant: "ACKNOWLEDGE THE OATH BY RESPONDING, I DO."

Candidates reply: "I DO."

Commandant returns to his seat.

Announcer: **"LADIES AND GENTLEMEN, PLEASE RISE FOR THE PLAYING OF BLUE AND GOLD"**

RC commands **"STAFF, ATTENTION,"** executes about face and commands **"REGIMENT, ATTENTION."**

RC commands **"REGIMENT, UNCOVER TWO"** returns to original front and commands **"STAFF, UNCOVER TWO."**

USNA Band plays Navy Blue and Gold.

RC commands, **"STAFF, COVER TWO"** executes about face and commands **"REGIMENT, COVER TWO"** and returns to original front.

Announcer: **"LADIES AND GENTLEMEN, PLEASE REMAIN STANDING FOR THE DEPARTURE OF THE OFFICIAL PARTY."**

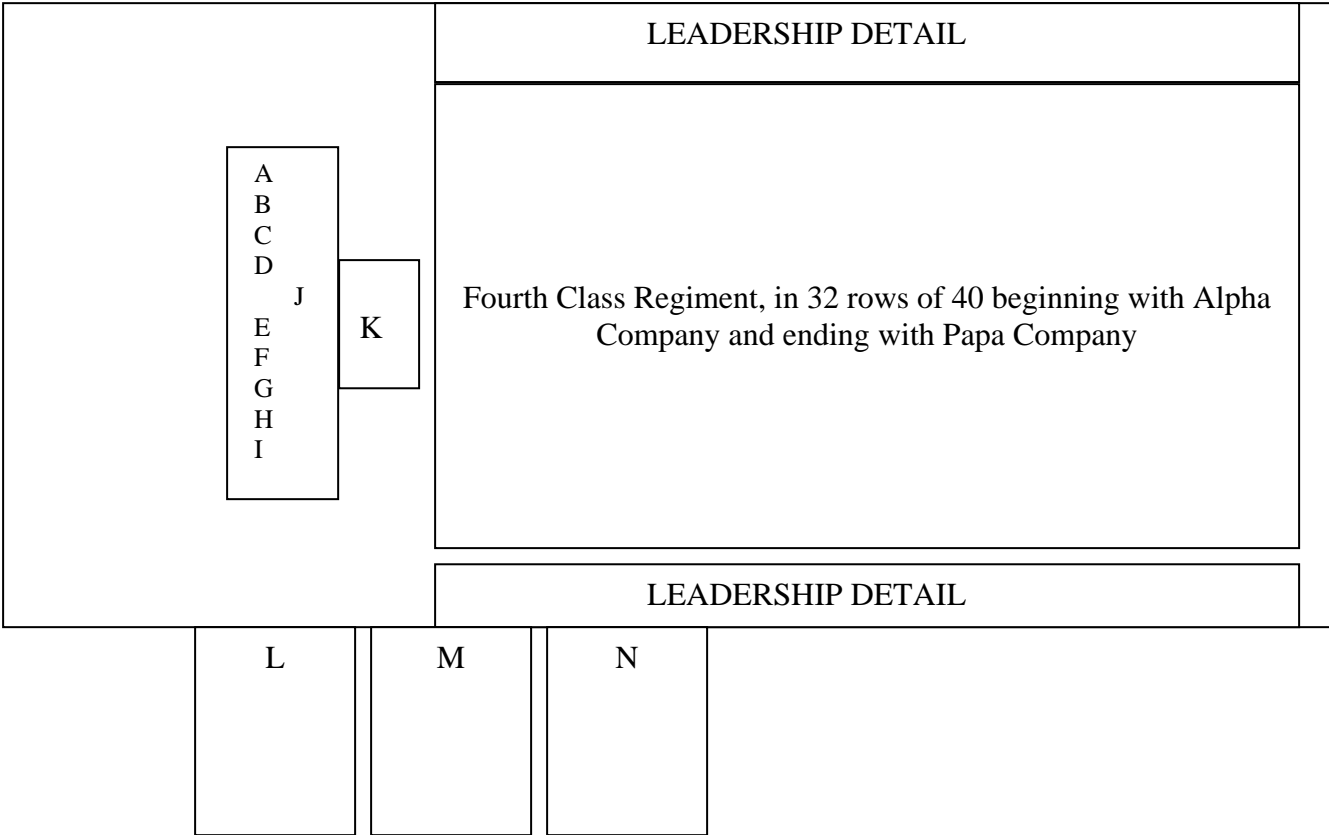
After the departure of the official party:

Announcer: **"MIDSHIPMEN, YOUR NEXT FORMATION IS AT 1915 AT THE DESIGNATED FORMATION AREAS. MIDSHIPMEN DESIRING TO MEET WITH GUESTS MAY DO SO THROUGHOUT ALUMNI HALL. MEET BY THE SIGNS THAT CORRESPOND TO THE FIRST LETTER OF YOUR LAST NAME. UNACCOMPANIED MIDSHIPMEN MAY MEET WITH NAVAL ACADEMY SUPPORTERS IN THE LOBBY. ANY MIDSHIPMEN AND THEIR FAMILY DESIRING A PERSONAL SWEARING-IN, SHOULD PROCEED TO THE BO COPPEDGE ROOM IN ALUMNI HALL."**

Announcer: **"LADIES AND GENTLEMEN, THIS CONCLUDES THE CEREMONY."**

RC executes about face and commands **"REGIMENT, DISMISSED,"** executes about face and commands **"STAFF, DISMISSED."**

ALUMNI HALL FOUL WEATHER DIAGRAM



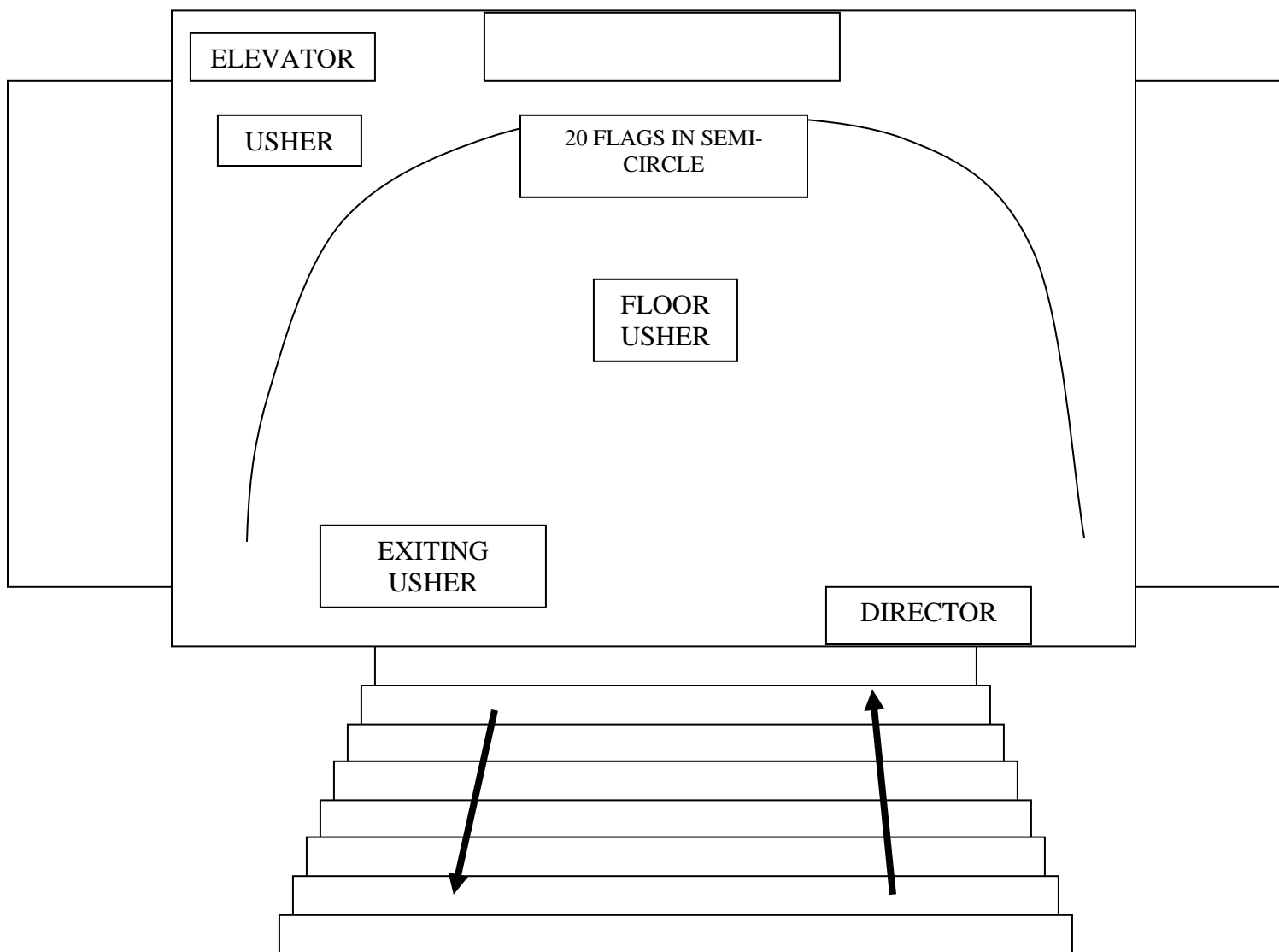
Legend for symbols

- Symbol
- A-D Official Party (same as outdoor)
- E-I Official Party (same as outdoor)
- J Podium and Mike
- K Regimental Staff
- L Press
- M Superintendent's Guests
- N Commandant's Guests

305. PERSONAL SWEARING-IN CEREMONY

1. Midshipmen Candidates who desire relatives or guests to administer their Oath may participate in a personal swearing-in ceremony in Smoke Hall immediately following the Oath of Office ceremony. Relatives or guests who administer the Oath must be active duty or retired military personnel and must be in uniform or business casual attire. Midshipmen Candidates desiring this ceremony must first participate in the Oath of Office ceremony. If ceremony is held in Bo Coppedge Room the flags will be arranged in the same format and midshipmen will act as ushers at each entry way directing traffic in and out of the room.

PERSONAL SWEARING-IN DIAGRAM (SMOKE HALL)



306. PARENTS' MEETING AREAS

1. Midshipmen Candidates are authorized to meet with their relatives and friends immediately after the ceremony at the designated meeting area. Unaccompanied Midshipmen may meet with representatives from their Link in the Chain class at the Mexican Monument.

